STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: January 10, 2007

TO: All Agencies and Campuses in the Uniform State Payroll System

FROM: DON SCHEPPMANN, Chief
         Personnel/Payroll Services Division

RE: **PAYROLL PROCEDURES MANUAL – DECEMBER REVISION # 12 – 06**

The Internet version of the Payroll Procedures Manual (PPM) has been updated and the section below
has been replaced with the current PDF version for December 2006. The manual can be obtained by
accessing the State Controller's Office public website at: http://www.sco.ca.gov/ppsd/ppm/index.shtml.

Vertical revision bars in the right margins indicate additions, deletions, or changes. Revision bars are
not inserted for format and minor grammatical changes.

The revised section for the December 2006 PPM are provided below:

Section H - 108 - Federal Withholding Tax Formula – Revised.
              111 - California Personal Income Tax Formula – Revised
              214 – Retirement ID, Exclusion Amounts & State Share Rates, Revised.
              256 - Contribution Rate/Limitation on Deductions – Revised
              275 - Contribution Rate/Limitation on Deductions – Revised.
              316 - Computation - Federal Tax Levy Code 339/003 (GC 926.8) – Revised.

PLEASE NOTE:

Effective November 20, 2006, the State Controller's Office changed to the Automated Listserv
Management System (Listserv), replacing the Majordomo Automated List Management System
(Majordomo). Please refer to Personnel Letter 06-019 for further information. For instructions
to subscribe or unsubscribe go to: http://www.sco.ca.gov/ppsd/ppm/index.shtml.

If you have any comments/suggestions or questions that would benefit the PPM, please contact
Terri Yarbrough at (916) 322-1245 or via email at tyarbrough@sco.ca.gov.

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